



United States Department of State

*Office of Foreign Missions  
Washington, D.C. 20520*

## NOTICE

### DEPENDENT WORK AUTHORIZATION REQUESTS

Please note the following **requirements and guidelines** for dependents (other than at the UN, UN Missions, or TECRO/TECO) requesting employment authorization in the United States.

Only **complete** applications (as described on page 3-7) will be considered for processing and in the order they are received as complete. If an application is missing any items described on page 3, it will be returned to the embassy or international organization, which must resubmit it as one complete package.

Applications from the following dependents will **not** be accepted:

- Children under age 16 or over age 24
- A-2 visa holders who are permanently resident in the United States for purposes of the Vienna Conventions on Diplomatic and Consular Relations
- A-3, G-2, or G-5 visa holders

Please read Sections A-C carefully, as they apply to all applications and renewals. Refer to the additional sections for G-4 and NATO visa holders as needed.

#### **What to Expect after Submitting an Application to OFM**

OFM reviews a complete application package (approximately 5 business days after receipt), then mails the application to the U.S. Citizenship & Immigration Service (USCIS). USCIS processes applications and issues the EAD card (approximately 5 weeks).

If the embassy receives a Request for Evidence (Form I-797E), the applicant must provide the required documentation to USCIS by the deadline stated or the application will not be processed by USCIS.

Applicants and embassies can check on the processing status of the EAD application by calling the USCIS National Customer Service Center (NCSC) at 1-800-375-5283.

If the embassy received a Notice of Receipt (Form I-797C) by mail for the application, use the receipt number to look up the processing status and USPS tracking number at: <https://egov.uscis.gov/casestatus/landing.do>. Delivery can then be tracked at <http://www.usps.com>.

If the embassy has not received the EAD card 7 weeks after submitting a complete application package, please contact OFM at [OFM-EAD@state.gov](mailto:OFM-EAD@state.gov) and provide the following information:

- Dependent's name and PID number
- Principal's employer
- Date of submission of application
- Receipt number (if available)

### **Lost or Stolen EAD Cards**

If an applicant needs to replace a lost or stolen EAD card, a complete EAD application package must be submitted to OFM.

### **EADs Cards Not Delivered**

If USPS tracking indicates that a newly-issued EAD card was undeliverable or if the EAD card was never received, email [OFM-EAD@state.gov](mailto:OFM-EAD@state.gov) and include the applicant's PID number.

For information about **Social Security numbers**, please refer to circular note No. 14-2069, dated December 3, 2014, available at: <http://www.state.gov/documents/organization/234856.pdf>.

A **complete application package** for dependents requesting employment authorization must include the following:

#### **A. Instructions for All Applications**

#### **B. Additional Instructions for Applications Based on De Facto Arrangements**

#### **C. Additional Instructions for Renewal Applications**

#### **D. Additional Instructions for G-4 Visa Holders**

#### **E. Additional Instructions for NATO Visa Holders**

## **A. Instructions for All Applications**

- Diplomatic note from the embassy or international organization, including point of contact's e-mail address.
- Form I-765, Application for Employment Authorization. (The following version must be used: <http://www.uscis.gov/sites/default/files/files/form/i-765.pdf>.)
  - The form must be typed and complete, with the original signature of the applicant.
  - For Part 3, use the mission or command address as the U.S. mailing address.
- Form I-566, Interagency Record of Request. (The most recent version must be used: <http://www.uscis.gov/sites/default/files/files/form/i-566.pdf>.)
  - Two (2) copies of the form must be submitted, both typed and completed, with the original signature of the applicant on both.
    - In Parts 1 and 2, Section 2, both copies must include the applicant's current residential address. This address must match the address that has been notified to OFM through eGov. If the applicant has recently moved, include this information in the diplomatic note.
  - Part 8 must be completed, signed, and dated by an accredited officer of the embassy or international organization. Embassies and international organizations must put a seal or stamp on the form.
    - Under Part 8, boxes 1 and 2 must be checked.
    - For all except G-4 visa holders: check box 2.a. or 2.b. (as appropriate) and type the principal's country of employment in the appropriate box.
  - Under Part 2, Section 3, an expected end date of the principal's tour of duty must be provided.
- Copy of valid passport, visa, and Form I-94 (which can be found here: <https://i94.cbp.dhs.gov/I94/consent.html>) for both the principal *and* the dependent.

- Two (2) passport photos of the dependent that are taken within the last 30 days of submitting the application. Write the applicant's name and alien registration number on the back of each photo.
- If the applicant is a child age 21, 22, 23, or 24, an enrollment verification letter for the current semester from a college or university registrar's or bursar's office in the United States certifying that the dependent is a full-time student.
  - Note: Only certain bilateral work agreements allow students age 23 or 24 to apply under this program. If the current semester is coming to an end, the enrollment verification letter must indicate that the applicant is or will be enrolled as a full-time student for the upcoming semester or term.
- If the applicant is a child who is physically or mentally disabled, a letter from a physician within the past 6 months confirming that the dependent child is disabled and dependent on his/her parent.

Complete and certified application packages may be hand delivered or mailed to:  
Department of State  
OFM Customer Service Center  
3507 International Place NW Washington, DC 20522

Please direct questions to [OFM-EAD@state.gov](mailto:OFM-EAD@state.gov) and include the applicant's PID number.

#### **B. Additional Instructions for Applications Based on De Facto Arrangements**

If the dependent is applying under a de facto work arrangement:

- On Form I-566, under Part 2, Section 3, the expected end date of the principal's tour of duty must be more than six months from the date the form is signed.
- Include a statement from the prospective employer which includes: the dependent's name, a description of the position offered and the duties to be

performed, the salary offered, and verification that the dependent possesses the qualifications for the position.

- If the dependent intends to be self-employed, also include in the statement the name(s) of prospective clients, how the dependent intends to advertise his/her services, and resume or CV. Such letter must be provided and signed by the dependent.

### **C. Additional Instructions for Renewal Applications**

For renewal EAD applications, also include:

- A copy of previous EAD
- Federal and state income tax returns for such years previously authorized to work in the United States.
  - Applicant should have filed federal income tax Form 1040NR or 1040NR-EZ for the years during which they worked as an A or G visa holder. For NATO only: applicants can file either 1040 or 1040NR forms.
    - Applicants **must** provide signed income tax returns or proof of e-filing.
  - If applicant had an EAD but was never employed, applicant should include a statement certifying that he/she earned no income.

### **D. Additional Instructions for G-4 Visa Holders**

If the dependent is a G-4 visa holder,

- On Form I-566:
  - Under Part 2, Section 3, an expected end date of the principal's tour of duty must be provided.
  - Under Part 8, Section 2.c., check the box labeled "Based on principal alien's G-4 status".
- Include a statement from the prospective employer which includes: the dependent's name, a description of the position offered and the duties to be performed, the salary offered, and verification that the dependent possesses the qualifications for the position.

- If the dependent intends to be self-employed, also include in the statement the name(s) of prospective clients and how the dependent intends to advertise his/her services. Such letter must be provided and signed by the dependent.

### **E. Additional Instructions for NATO Visa holders**

If the dependent is a NATO visa holder:

#### **Instructions for Applicants**

- Also include:
  - Command verification letter or diplomatic note. See the OFM website <http://www.state.gov/ofm/accreditation/dwa/nato> for the format of the Command Verification Letter.
  - Copy of one of the following: assignment orders, posting instructions, or NATO travel order/contract.
- On Form I-566:
  - Part 1, Section 11 and Part 2, Section 7. DOS Personal Identification Number (PID). NATO applicants leave this field blank, because the PID is provided by the certifying office.
  - In Part 2, Section 3, enter the tour of duty expected end date, as per the attached orders. This date must match the date in the command verification letter.
- Submit the application for processing to:
  - If you are a dependent of a NATO official who is stationed at Headquarters, Supreme Allied Commander Transformation (NATO/HQ SACT), your application must be processed by the U.S. Liaison Office (USLO) to SACT. Submit Form I-765 with Form I-566 and other required documents to:

**USLO to SACT  
7857 Blandy Road, Suite 200  
Norfolk, VA 23551-2491**

- If you are a dependent of a NATO official who is stationed outside of NATO/HQ SACT, your application must be processed and

certified by the embassy, or its designated liaison office, of the NATO member that employs the principal. Submit Form I-765 with Form I-566 and other required documents to the contact listed on the OFM website

<http://www.state.gov/ofm/accreditation/dwa/nato> .

#### Instructions for Certifying Organizations (I-566 Part 8):

The certifying organization must follow the instructions in Part A of this document, and:

- Verify that the tour of duty date end date matches both the orders and the command verification letter. The assignment must be at least six (6) months and orders must be attached.
- Ensure that a PID has been created through the eGov notification process for both the principal (Part 2, Item 7) and applicant (Part 1, Item 11.) See the next section for details.

#### Instructions to USLO to SACT and Embassies for Notification and Obtaining a PID

USLO to SACT or the embassy, or its designated liaison office, must enter a notification of appointment of the principal and all dependents through the Department of State eGov system. Such notification is only for the purposes of obtaining an EAD.

- OFM reviews the notification of appointment and provides a PID, usually within 2-3 business days.
- No ID will be issued, nor privileges and immunities added or changed, as a result of notifying the NATO principal and dependents through eGov.
- USLO to SACT or the embassy must update the information through eGov if the applicant or principal changes status or has a change of address.

To request an eGov account, complete the online form:

<https://egov.ofm.state.gov/Home/RequestAccess>

For eGov technical questions, contact [OFMeGovHelpDesk@state.gov](mailto:OFMeGovHelpDesk@state.gov)